



# Higher Education Student Loan Corporation

## Records Retention Schedule

Prepared by the State Records Branch  
Public Records Division

Approved by the State Archives and Records Commission



Kentucky Department for  
Libraries and Archives

This records retention schedule governs retention and disposal of records created, used and maintained by the Higher Education Student Loan Corporation. Government records in Kentucky can only be disposed of with the approval of the State Archives and Records Commission (the Commission). This agency-specific schedule was drafted by Higher Education Student Loan Corporation personnel and Public Records Division (PRD) staff, and reviewed and approved by the Commission. This schedule provides the legal authority for the Higher Education Student Loan Corporation to destroy the records listed, after the appropriate retention periods have passed.

Higher Education Student Loan Corporation personnel should use this agency-specific schedule in combination with the *General Schedule for State Agencies (General Schedule)*, also approved by the Commission. The *General Schedule* applies to records that are created, used and maintained by staff at all or most state agencies. Agency-specific retention schedules are used only by specific agencies and apply to records that are created only by a particular state agency, or to records that a state agency is required to retain longer than the approved time period on the *General Schedule*. The *General Schedule* and agency-specific retention schedule should cover all records for the Higher Education Student Loan Corporation.

This retention schedule applies to state agency records and information regardless of how it is created or stored. For example, information created and sent using e-mail is as much a public record as materials created or maintained in paper. Kentucky law defines public records, in part, as "documentary materials, *regardless of physical form or characteristics*, which are prepared, owned, used, in the possession of or retained by a public agency" (KRS 171.410[1]). This means that records management standards and principles apply to all forms of recorded information, from creation to final disposition, regardless medium. Records retention scheduling is important in developing, using, and managing computer systems and other electronic devices. Records management practices encourage cost-effective use of electronic media through accurate retention scheduling and legal destruction of records.

**All state government employees are responsible for maintaining records according to the retention schedule, whether those records are stored electronically or in paper. Information must be accessible to the appropriate parties until all legal, fiscal, and administrative retention periods are met, regardless of the records storage medium.**

This retention schedule covers the content of records created by the Higher Education Student Loan Corporation, including records created or stored using computers and computer systems. The *General Schedule for Electronic and Related Records* applies to records related to computers or a computer system. Examples of these include system documentation and use records, backup files, or website format and control records.

### **Audits and Legal Action**

Agency records may be subject to fiscal, compliance or procedural audit. If an agency should maintain records longer than the approved retention period, as may be the case with some federal audits, then all affected records should be retained until the audit has been completed and the retention period met. In no case should records that are subject to audit be destroyed until the audit has been completed and retention periods met, or the records have been officially exempt from any audit requirements.

Records may also be involved in legal or investigative actions, such as lawsuits, administrative hearings or open records matters. These records must be retained at least until all legal or

investigative matters have concluded, regardless of retention period. This includes all appeals of lawsuits.

### **Vital Records**

Vital records are essential to the continued functioning of an agency during and after an emergency. Vital records are also essential to the protection of the rights and interests of an agency and of the individuals for whose rights and interests it has a responsibility. Vital records are identified in the retention schedule with a (V).

### **Confidential Records**

While all records created, used and maintained by government agency personnel are public records, not all of those records are open to public inspection. Whether a record is open to public inspection is determined by the state's Open Records laws and other relevant state or federal statutes and regulations. Restriction of public inspection of confidential records may apply to the whole record or only to certain information contained in the record.

Kentucky's public records are considered open for public inspection unless there is some specific law or regulation that exempts them. Agency personnel who believe certain records are confidential should submit a citation from Kentucky Revised Statutes, Administrative Regulations, Code of Federal Regulations, or similar authority. **State agency heads have the responsibility to know all the appropriate confidentiality laws, statutes and regulations that apply to the records maintained by their agency and to see that those laws are enforced.** Even though a record series may or may not be marked confidential on a retention schedule, contradictory laws or regulations that are passed after the schedule has been approved must be honored.

### **Copies of Records**

Agency personnel often make copies of records for internal use or reference purposes. Agencies should designate one copy as the official copy and make sure it is retained according to the records retention schedule. Agencies can destroy all other copies when no longer useful.

### **Updating the Retention Schedule**

Per 725 KAR 1:010, the head of each state government agency is required to designate a member of his or her staff to serve as a records officer. The agency records officer represents that agency in its records-related work with the Public Records Division. The agency records officer is responsible for assisting the Public Records Division in drafting a records retention schedule, and in finding any schedule updates to bring before the Commission. The retention schedule should be reviewed on a regular basis to suggest appropriate changes to the Commission.

## **Kentucky Higher Education Student Loan Corporation**

The Higher Education Student Loan Corporation was created in 1978. It operates under KRS 164A and is governed by a board of directors consisting of ten voting members appointed by the Governor. In addition, the President of the Association of Independent Kentucky Colleges and Universities, President of the Council on Postsecondary Education, Secretary of the Finance and Administration Cabinet, Kentucky State Treasurer, and the Commissioner of the Kentucky Department of Education serve as voting, ex officio members. Board members also serve on the Kentucky Higher Education Assistance Authority's Board of Directors. The Executive Director of the Kentucky Higher Education Assistance Authority serves as the Executive Director of the Corporation.

The Corporation's statutory powers include the making, purchasing, or selling of insured student loans; procurement of insurance in respect to all student loans; and making agreements with any federal or state agency, person, corporation, association, or entity to accomplish its statutory purposes.

# RECORDS RETENTION SCHEDULE

## Signature Page

Kentucky Higher Education Student  
Agency Loan Corporation

December 1999  
Schedule Date

Unit

Change Date

12/9/99

Date Approved by Commission

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## APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

11/30/99

Agency Records Officer

Date of Approval

11/30/99

State Archivist and Records Administrator  
Director, Public Records Division

Date of Approval

11/29/1999

Chairman, State Archives and Records Commission

Date of Approval

12/9/99

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

Date of Approval

11/29/99

Appraisal Archivist

Date of Approval

11/29/99

State/Local Records Branch Manager

Date of Approval

11/29/99

The determination as set forth meets with my approval.

Auditor of Public Accounts

Date of Approval

12/9/99

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date: December 09, 1999

STATE AGENCY RECORDS  
RETENTION SCHEDULE

Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Debt Recovery

Record Group  
Number  
0910

Series	Records Title and Description	Function and Use
04889	<b>Debt Recovery File</b>	This series documents the recovery of loans that have been assigned to the Corporation for collection by client agencies. It contains records of all loans assigned to it by clients that cannot transmit the information electronically, as well as approvals for legal action, copies of Promissory Notes, breakdowns of charges, or any other correspondence not generated by the system.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series may contain: Placements (loan amounts, borrower information, reference information); legal approvals; promissory notes; correspondence with clients
	<b>Retention and Disposition</b>	Destroy five [5] years after debt is paid in full, and audit.
05338	<b>Closed/Paid School Legal Account File</b> <b>Change Date:</b> <b>6/13/2002</b>	This series documents the civil actions taken by the agency to recover outstanding student school accounts referred to it by individual client agencies, such as Kentucky's universities. It does not include referrals from the Higher Education Assistance Authority (see series 04889). The outstanding accounts can be fees of various types, as well as outstanding loans, still owed to the universities by students.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Account information; reference information; legal and court documents; promissory notes, if applicable; and related correspondence
	<b>Retention and Disposition</b>	Retain for two [2] years. Transfer to the State Records Center for an additional three [3] years. Destroy after debt is paid in full, and audit.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Executive Office

Record Group  
Number  
0910

Series	Records Title and Description	Function and Use
04886	<b>Interim Report to Board of Directors</b>	This series serves as a means by which the Corporation communicates issues of interest, including performance measures, to the Board of Directors, during the interim between meetings. Information from the series is used to compile subsequent reports and to reference an accumulation of financial data.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: narrative report on issues, statistical information, performance measures, financial data
	<b>Retention and Disposition</b>	Retain for five [5] years.
04887	<b>Corporate Insurance File (V)</b>	This series documents all of the Corporation's various insurance policies/coverage for the following: Blanket Employee Dishonesty/Commercial Crime Policy, through CNA Insurance Company; Treasurer's Bond/Employee Dishonesty Policy, through CNA Insurance Co.; Employed Counsel Professional Liability Policy, through Evanston Insurance Company; Public Officials Liability/Directors and Officers Policy, through First Reinsurance Co. of Hartford; Specified Professional Liability/Errors and Omissions Policy, through First Reinsurance Co. of Hartford; Commercial Package Policy/Property and Casualty (includes auto insurance) Policy, through Heritage Insurance Company; and Workers' Compensation/Employer's Liability Policy, through Legion Insurance Company.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains Corporation's insurance policies and related documents
	<b>Retention and Disposition</b>	Destroy five [5] years after termination of policy, and audit.
04888	<b>Bond Issuance File (V)</b>	This series documents all legal requirements and agreements for each Student Loan Revenue Bond issued by the Student Loan Corporation and approved by the Office of Financial Management and Economic Analysis, Finance and Administration Cabinet, to acquire funds for student loan awards. A bond is a certificate of debt issued by a government or corporation guaranteeing payment of the original investment, plus interest, specified by a future date. The payments received from borrowers of student loans are used to pay off the bond. The Student Loan Corporation initiates the bond issues.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	(See attached listing.)
	<b>Retention and Disposition</b>	Destroy five [5] years after maturity of bond, final tax returns are filed, and audit.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Financial Services

Record Group  
Number  
0910

Series	Records Title and Description	Function and Use
04935	<b>Daily Payment Log Administrative Change</b> <b>Date: 9/9/2010 - (To change disposition instructions)</b>	<p>This series was created to maintain a record of all payments for the Student Loan Servicing System (SLSS) - 04890, Debt Recovery System (DRS) - 04891, Tuition Loan System (TUIT) - -04892, and the Operating fund received in our office. It is also used to track who receives which payments and where payments are forwarded after processing. The information from the series is also used in an Excel report prepared to reconcile daily deposit slips to daily payment log for SLSS, DRS, TUIT, and the Operating fund. The report is used to assure timely deposit of all cash receipts.</p>
	<b>Access Restrictions</b>	KRS 61.878(1) (a)
	<b>Contents</b>	Series contains: Date payments are received and posted; the account number printed on the payment; dollar amount received; method of payment; how payment was received; who processed the payment; which account the payment was deposited in; and special columns for payments that were not deposited or posted in the same day they were received; and copies of checks
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04936	<b>Summary Deposit Report File Administrative Change</b> <b>Date: 6/8/2000 - (To change retention in agency)</b>	<p>This series documents a detailed listing of payments received in the corporation's lock box on a daily basis. It is used to reconcile the total of the lock box listing and in-house deposit slips to the actual detailed payments posting to Student Loan Servicing System (SLSS) - 04890, Debt Recovery System (DRS) - 04891, Tuition Loan System (TUIT) - 04892. It is also used to research questions from borrowers concerning loan payments.</p>
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Regulus's Summary Deposit Report by day with company name, grand totals, job, batch, sequence number, account, and amount paid. Also, yellow copy of PNC Bank deposit ticket with date, amounts listed, and attached tapes.
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04937	<b>Non-cash Payment Listings Administrative Change</b> <b>Date: 6/8/2000 (Change retention in agency)</b>	<p>This series documents a detail listing of loan payments received and deposited at the Kentucky Higher Education Assistance Authority (KHEAA). The listings provide the necessary information for the corporation to post non-cash payments to borrowers' accounts, where the original payment was received and deposited at KHEAA. The series includes name and borrower social security number (account number), payment date, amount received and to which loan the payment is to be applied. The listings will indicate whether it is a legal payment (P41), a miscellaneous payment (P42), or a rehabilitated loan payment or tax offset (P46). A rehabilitated loan or tax offset is where the corporation has notified federal and state tax offices of the borrower's debt and requested that any tax refund be sent to the corporation and not the borrower.</p>
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Borrower name and social security number (account number); payment date; amount received; and to which loan payment is be credited. P41s and P42s contain effective date, social security number, payment amount, applied principal, interest, collection charge, applied miscellaneous. The P46 contains date, name, social security number, rehabilitated balance, accrued, legal miscellaneous, total and commission due the corporation (10%). The Tax Offset Report contains social security number, total payment amount, payment principal amount, payment interest amount, overpayment amount, effective date, collection agency, and report run date.
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04938	<b>Paid In Full Report File</b>	<p>This series is created monthly to determine which loans have been paid-in-full. It also indicates the loans that have been paid in full, but refunds are due to borrowers and lenders. After refunds are processed, the series is used to request checks to be printed by an accounts payable clerk.</p>
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Status of the account the refund was processed on; social security number of the borrower and the loan number of the account the refund was processed on; borrower's name; the amount of the refund; and who the refund was sent to.
	<b>Retention and Disposition</b>	Retain for two [2] years.



# STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Financial Services

Record Group  
Number  
0910

Series	Records Title and Description	Function and Use
04939	<b>Service Fee Billing File</b>	This series documents the fee billings that are prepared monthly and compiled into a quarterly invoice for each third party serviced by the corporation. Each service fee billing is based on the servicing contract for that third party. Currently, service fee billings are prepared for the following third parties: Bank One; First Star Bank; Trustee for Student Loan Funding Corporation; Provident Bank; and the Bank One Tuition Loan Program.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains a copy of the check received for each quarterly invoice billing and a copy of the journal entry for each monthly accrual. Additional contents vary according to the needs and requirements of the third party
	<b>Retention and Disposition</b>	Retain for three [3] years. Destroy after audit.
04940	<b>Write-Off Report File</b> <b>Closed Series Closed</b> <b>Date: 5/25/2005</b>	This series documents that all loan amounts of less than \$5.00 are written off by the corporation. There are two write-off reports generated from the Debt Recovery System (DRS) - 04891, which are printed each working day of the year. One report is a listing of loans that have been written off automatically by the system for balances less than \$5. The other report is a listing of loans with current balances of under \$5. The second report is used by an accounting clerk to write off these loans daily. Verification in the system is completed for each borrower. CLOSED SERIES 5-25-2005 This report is no longer produced by the accounting/financial services unit.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	The report entitled MWP42R42 summarizes the Kentucky Higher Education Assistance Authority (KHEAA) by borrower identification number, loan number, current principal, current interest, current fees and total balance which is the amount written off. The report entitled KYDYPMT automatically shows loans written off for amounts under \$5 by listing the borrower identification number (in numerical order), program type, payment amount, and the date it was automatically written off.
	<b>Retention and Disposition</b>	Retain for three [3] years. Destroy after audit.
04941	<b>Claim Paid Report File</b>	This series documents claims for loan payments made by the corporation and paid by the Kentucky Higher Education Assistance Authority (KHEAA). The series was generated from the Student Loan Information Management Systems (SLIMS) - 03973, which is a KHEAA system, through April 30, 1999. After that date the series is created from the KHEAA Loan Administration System (KLAS) (NOS). If a borrower's loan is 270 days past due, the loan is considered defaulted and a claim will be filed by the corporation with KHEAA. The claim check is received by the corporation and posted on each loan to pay the loan off. The series also is used to determine the amount paid on a claim when a loan has been rehabilitated and is repurchased by the corporation.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Lender name and address; Borrower name, social security number; claim type; loan type; loan identification number; principal; accrued interest; total amount; claim pay rate; date paid
	<b>Retention and Disposition</b>	Destroy five [5] years after all loans on report are paid in full, and audit.
04942	<b>Transfer of Borrower Receipts File</b> <b>Administrative Change</b> <b>Date: 6/8/2000 - (To</b> <b>change disposition</b> <b>instructions)</b>	This series documents the transfer of borrower receipts. Receipts from the Student Loan Servicing System (SLSS) - 04890, are for loans from the Federal Family Education Loan Program and are either transferred to the trustees for the corporation, for loans that are owned by the corporation, or to the other lenders the corporation services. Receipts from the Debt Recovery System (DRS) - 04891, are for defaulted loans and are transferred to the third party under contract to collect the loans. Receipts from the Tuition Loan System (TUIT) - 04892, are for loans under the Bank One Tuition Program. The corporation trust transfers provide a summary of the week's cash receipts posted to SLSS and the general ledger, and are transferred to the trustees for investment. The corporation also collects loan payments from the following lenders: Student Loan Funding Corporation (SLFC); Fifth Third Bank; Bank One; Provident Bank; and Firststar Bank. Weekly, the corporation wires the money collected for loans owned by SLFC and Fifth-third to a trustee for the banks. Monthly, the corporation sends checks for money collected for loans owned by the banks referenced above. The corporation also collects payments for loans that have defaulted for the Kentucky Higher Education Assistance Authority (KHEAA); Eastern Kentucky University; Morehead State University; and Transylvania University. Weekly, the corporation sends a check to KHEAA for the money collected for loans it owns. Monthly, the corporation sends checks for money collected for loans owned by the above universities.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains various reports specific to each type of borrower receipt
	<b>Retention and Disposition</b>	Retain for three [3] years. Destroy after audit.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Financial Services

Record Group  
Number  
0910

Series	Records Title and Description	Function and Use
04943	<p><b>U.S. Department of Education Federal Family Education Loan Program Lender's Interest and Special Allowance Request and Report - (Form 799) Administrative Change Date: 6/8/2000 - (To change disposition instructions)</b></p> <p><b>Access Restrictions</b> None</p> <p><b>Contents</b> Series contains the following: Part I (cover sheet); Part II - Type (A), Fee Percent (B), Fee Code (C), Loan Interest Rate (D), Principal Amount of Loans (E), and Fee Due (F); Part III - Loan Type (A), Interest Rate (B), Billing Code (C), Ending Principal Balance (D), Average Daily Principal Balance (E), and Interest Amount (F); Part IV - Calendar Year (A), Quarter Code (B), Special Allowance Category (C), Loan Type (D), Interest Rate (E), Billing Code (F), Ending Principal Balance (G), Average Principal Balance (H), and Adjustments for Difference in Average Daily Principal Balance (I); Part V - Stafford &amp; Fisl (Except Unsubsidized) (A), Federal Plus (B), Federal SLS (C), Federal Consolidation (D), and Unsubsidized Stafford (E); Part VI - Stafford &amp; Fisl (Except Unsubsidized) (A), Federal Plus (B), Federal SLS (C), Federal Consolidation (D), and Unsubsidized Stafford (E).</p> <p><b>Retention and Disposition</b> Retain for three [3] years. Destroy after all audits are completed.</p>	<p>This series is made up of six parts which functions as follows. Part I is a cover sheet which designates for which quarter the information is applicable. Part II is used to show the volume of loans originated during the quarter and adjustments to loans previously reported on prior quarter reports. The information is used to calculate the amount of loan origination fees (3%) and lender loan fees (.5%) due to the U.S. Department of Education (USDOE). Part III is used to determine the amount of interest benefits due to the corporation from the USDOE on the average daily balances of subsidized Stafford and certain consolidation loans that are either in an in-school or grace period status. Part IV is used to report to the USDOE the loans that are eligible to receive a special allowance. A special allowance is a supplement to the interest a lender receives on an outstanding student loan. It is paid to lenders by the USDOE on almost all of the Federal Family Education Loan Program (FFELP) loans. Part V reports the changes in guaranteed loan principal by loan types for the quarter. Part VI is the guaranteed loan portfolio analysis for the end of the quarter by loan type and status. The information used to compile the reports is generated from Student Loan Servicing System (SLSS) - 04890.</p>
04944	<p><b>Form 799 Workpapers Administrative Change Date: 6/8/2000 - (To change disposition instructions)</b></p> <p><b>Access Restrictions</b> KRS 61.878 (1) (a)</p> <p><b>Contents</b> Series contains: Student Loan Servicing System (SLSS) - 04890, reports; Excel spreadsheets; printouts from borrower history, or reports/queries from SLSS</p> <p><b>Retention and Disposition</b> Retain for three [3] years. Destroy after all audits are completed.</p>	<p>This series documents the workpapers and calculations used to complete Form 799 (04943), U.S. Department of Education Federal Family Education Loan Program Lender's Interest and Special Allowance Request and Report. The information used to compile the workpapers is generated from the Student Loan Servicing System (SLSS) - 04890. Workpapers are prepared for the corporation and all its third party lenders. With the exception of Bank One, lenders are sent Excel spreadsheets which contain the information necessary to file a Form 799. These workpapers are SLSS generated reports which are entered into Excel in order to calculate the amounts due to or receivable from the U.S. Department of Education. There are also several queries included which reconcile the differences between different parts of Form 799.</p>
04945	<p><b>Correction of Error Forms File Closed Date: 7/1/2002 Change Date: 3/13/2003</b></p> <p><b>Access Restrictions</b> KRS 61.878 (1) (a)</p> <p><b>Contents</b> Series includes: A list of reasons for correction - (1) misapplied payment (same borrower), (2) misapplied payment (different borrower), (3) missing payment, (4) adjustment of late charges and (5) other. Also, a section for request for write-off, prepared by, approved, for accounting use only; action taken, date and name. Attachments can include but are not limited to the following: printouts from borrower loan history, copy of a check, check stub, printouts from payment history, and a check copy request to regulus</p> <p><b>Retention and Disposition</b> Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.</p>	<p>Closed Series: This series documented adjustments or corrections on a borrower accounts. It was completed by the loan servicing or debt recovery departments and sent to financial services when an adjustment or correction was necessary. The series was reviewed by an accountant in the financial services department and if it was determined that an adjustment or correction was needed, the accountant made that adjustment or correction in either the Student Loan Servicing System (SLSS) - 04890, Debt Recovery Systems (DRS) - 04891, or the Tuition Loan System (TUIT) - 04892.</p>

# STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Financial Services

Record Group  
Number  
0910

Series	Records Title and Description	Function and Use
04946	<b>Reconciliation Report File</b> Change Date: 6/8/2000	This series is a comparison of the balances of principal, interest, fees, and refunds in the Student Loan Servicing System (SLSS) (04890), to the balances in the general ledger for all SLSS lenders. Any discrepancies are researched and corrected.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains the following: Principal Reconcile Report; Interest Reconcile Report; Fees Reconcile Report; and Refund Report
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04947	<b>Bank/Cash Reconciliation File</b> Change Date: 6/8/2000	This series documents the monthly reconciliation of bank statements for the Student Loan Servicing System (SLSS) (04890), the Debt Recovery System (DRS) (04891), the Tuition Loan System (TUIT) (04892), and Purchase checking. The bank statements are reconciled to the corporation trial balances for the month, on a daily basis, to ensure that all cash entries have been made to the trial balance and that they agree with the respective bank's figures.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series may include: Funds Statement, PNC Bank Corporate Business Account Statement, corporation canceled checks, PNC Bank debit/credit memo, PNC Bank Funds Transfer Advice - Non-Negotiable, the Bank Reconciliation by month/year for SLSS, the Outstanding Check List, Daily Net Change, the Daily Cash Reconciliation, Detailed Trial Balances, Journal Entry Forms, Payment Log, debit/credit memo, Bank Reconciliation, Check List, Detailed Trial Balances, Journal Entry Forms, Payment Log
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04948	<b>Military Forms File</b> Administrative Change Date: 6/8/2000 - (To change disposition instructions)	This series is prepared for military agencies who gather information on borrowers' loans so the agencies can make the payments.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Department of Defense Educational Loan Repayment Program Annual Application, which includes loan status, original amount of the loan, outstanding balance, interest due, consolidation status, corporation name and address, physical address, address where the payment is to be mailed, type of loan, original date of the loan, unpaid principal balance, interest rate, loan account number, remarks, and the name, title, signature, and date of the person filling out the form. Americorps Voucher and Payment Request Form, which contains loan type and the payoff amount for 30 days into the future, corporation name, address, and taxpayer identification number, signatures. Interest Accrual Form, which includes amount of interest accrued during the servicing period, corporation name and address, and the signature, date, and phone number of the person preparing the form.
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04949	<b>Unapplied Payment File</b> Administrative Change Date: 6/8/2000 - (To change disposition instructions)	This series was created to insure any payment not posted through the automated payment posting process is posted to the correct account. Unapplied payments are received on a daily basis, for reasons such as account number missing from check; keypunch error when processing the check on an account; or account number entered in the wrong system.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Report title (DRF6DKF from the DRS or SLOWDFK from SLSS); new social security number, Approx. SSN, Post Date, Sequence Number, Payment Amount and Last Name. Other contents include copies of checks or money orders that were rejected due to improper account number.
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Financial Services

Record Group  
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0910

Series	Records Title and Description	Function and Use
04950	<b>Unapplied Reconciliation File Administrative Change</b> <b>Date: 6/8/2000 - (To change disposition instructions)</b>  <b>Access Restrictions</b>  <b>Contents</b>  <b>Retention and Disposition</b>	<p>This series was created to provide a reconciliation of unapplied cash to unapplied payments in the Student Loan Servicing System (SLSS) (04890) and the Debt Recovery System (DRS) (04891).</p> <p>KRS 61.878 (1) (a)</p> <p>Series includes: Detailed trial balance for the particular month of the unapplied cash account; query reports generated from SLSS and DRS, which include post date, sequence number, sub sequence, name, transaction date, amount, received status, payment status, approximate social security number, payment, source and user.</p> <p>Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.</p>
04951	<b>Query File - (Monthly)</b>  <b>Access Restrictions</b>  <b>Contents</b>  <b>Retention and Disposition</b>	<p>This series was created to provide information for the preparation of monthly journal entries, supplemental reports that are included with the monthly Operations Report, and standards that are included in the monthly performance measures. Lenders included in these queries are the corporation, Firstar Bank, Fifth Third Bank, Provident Bank, Bank One, and Student Loan Funding. The queries are run at the end of each month.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains thirteen different queries from SLSS and one from DRS</p> <p>Retain for three [3] years. Destroy after all audits are completed.</p>
04952	<b>New Loan Reconciliation File Administrative Change</b> <b>Date: 6/8/2000 - (To change disposition instructions)</b>  <b>Access Restrictions</b>  <b>Contents</b>  <b>Retention and Disposition</b>	<p>This series documents the reconciliation of new loans for the corporation and all other lenders serviced by the corporation. The reconciliation for the corporation is a series of itemized daily reports of all guaranteed student loans disbursed for the corporation. It tracks the amount of purchased loans funded to the amount of loans that are entered into the Student Loan Servicing System (SLSS) (04890) and loans that are entered into SLSS to the Dynamics General Ledger account 235100 Payable to Lender. The information is summarized in a reconciliation detailing outages and the day and manner they were handled. The lenders serviced by the corporation include Bank One, Firstar, Provident and Fifth/Third. The banks are provided with a monthly report of all loans that were disbursed or canceled. The series provides a summary of lender accounts. The Kentucky Higher Education Assistance Authority (KHEAA) sends the corporation a listing of all the loans that are to be disbursed or canceled on any given day. The listings are then reconciled to the corporation's Principal Reconcile Report. This information is entered in an Excel spreadsheet, then sent to the lender.</p> <p>KRS 61.878 (1) (a)</p> <p>Series includes two queries generated from SLSS. One details the loans disbursed each day and the second details loan disbursements that were canceled. In addition, the Principal Reconcile is generated for lenders which includes, but is not limited to, day, beginning balance, new loans, applied principal, ending balance and difference</p> <p>Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.</p>
04953	<b>Dynamics System - (Electronic)</b>  <b>Access Restrictions</b>  <b>Contents</b>  <b>Retention and Disposition</b>	<p>This system processes and administers the financial accounting records. The software maintains the account balances of all revenues, expenses, assets, liabilities, and retained earnings of the Kentucky Higher Education Student Loan Corporation. The system includes the following modules: 1) General Ledger with Advanced Financial Analysis, which maintains a chart of accounts with budget information, allows the user to enter and edit transactions, and produces financial statements; 2) Payables Management, which helps create and maintain vendor accounts, allows the user to enter and edit transactions, and allows for the production of computer-generated checks; 3) System Manager, which gives the user the capability to enter master records for every module and acts as a support module for the system; 4) Dynamics Modifier, which allows the user to modify the look and feel of the system user interface without changing the underlying computer logic and accounting integrity; and 4) Integration Site Enabler and Customization Site Enabler, which allows Dynamics to integrate data from spreadsheets, databases, payroll systems, fixed assets systems, corporate mainframes, or any other third party system.</p> <p>None</p> <p>File Layout</p> <p>Delete entries after [5] five years, and audit.</p>

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04954	<b>Basset Fixed Asset System (Basset) - (Electronic)</b>	This system processes and administers the inventory and fixed assets of the corporation. The software calculates the depreciation expenses and the gains or losses on disposal of fixed assets.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: Depreciation Summary - Book Schedule: GL code, cost basis, additions and transfers, disposals, cost basis, prior accumulated depreciation, period depreciation, disposals, and total accumulated; Depreciation Detail - Book Schedule: Fixed assets number, description, service date, depreciation method, life by year, salvage/section 179, cost basis, prior accumulation, period depreciation, total accumulated depreciation, and net book value; Asset Acquisition during Period: Fixed asset number, description, GL code, manager, acquisition date and amount, vendor, and purchase order number; Asset Disposition Gains/Losses & ITC Recapture - Book Schedule: Fixed asset number, description, acquisition date and amount, disposal date and amount, total depreciation, gain or loss, ITC Recapture.
	<b>Retention and Disposition</b>	Delete entries three [3] years after all audits are completed.
04955	<b>Automated Data Processing System (ADP) - (Electronic)</b>	This system was created to manage the employee payroll process. The following are included in the system: 1) automatic data processing reports, which summarize the actual bi-weekly payroll; 2) audit reports, which summarize the preliminary bi-weekly payroll prior to electronic submission of the data to the system; 3) details, which are preliminary tapes and documents that authorize a change in employee hours and data, in the current payroll; and 4) timesheets, which employee hours of work, leave, compensatory time, etc.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	File Layout
	<b>Retention and Disposition</b>	Delete entries after three [3] years, and audit.
04956	<b>Loan Reduction and Cancellation File Administrative Change Date: 6/8/2000 - (To change disposition instructions)</b>	This series is a report which documents requests from borrowers' schools to either reduce a loan principal or cancel the loan post disbursement. The report is for use by the corporation and the Bank One Tuition Lending Program.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: the form submitted requesting the adjustment, which is attached to an Excel spreadsheet (titled CANCREDU99.xls) and which shows the total reductions and cancellations processed on a daily basis. Other information provided includes: borrower's school, name, account number and loan amount broken down into principal and interest or principal reduction amount, document date, effective date and disbursement date.
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.

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Series	Records Title and Description	Function and Use
04957	<b>Chargeback Report File Closed Series</b> <b>Closed Date:</b> <b>5/25/2005</b> <b>Administrative Change</b> <b>Date: 6/8/2000 - (To change disposition instructions)</b>	<p>This series document chargebacks to schools for loan accounts that are delinquent for sixty-five days or more. The report provides the Student Loan Corporation and the bank Tuition Lending Program with the necessary information to remove the loan amounts from the Tuition Loan System (TUIT) - 04892. CLOSED SERIES 5-25-2005 This report is no longer produced by the accounting/financial services unit.</p>
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series utilizes two queries which identify borrower's school, account number, name, due date, regular payment amount, principal due, interest due, total amount due, and identifies accounts with due dates of sixty-five days and over
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04958	<b>Form 1099-Miscellaneous File</b>	<p>This series documents payments over \$600 to individuals, unincorporated businesses, and partnerships. Form 1099-Miscellaneous is prepared for each calendar year and mailed by January 31 of each year. Form 1096, Annual Summary and Transmittal of U.S. Information Returns, is also prepared and mailed with the 1099 forms.</p>
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Form 1096, Annual Summary and Transmittal of U.S. Information Returns, filer's name and address, name of person to contact and phone number, employer identification number, total number of forms, and total amount reported with Form 1096; Form 1099-Miscellaneous, payer's name, address, payer's federal identification number, recipient's identification number, recipient's name and address. Optional fields: Box 1, Rents, Box 7, non-employee compensation.
	<b>Retention and Disposition</b>	Retain for three [3] years. Destroy after audit.
04959	<b>Arbitrage Report File Administrative Change</b> <b>Date: 6/8/2000 - (To change disposition instructions)</b>	<p>This series documents the results from completion of the Arbitrage Rebate and Acquired Purpose Investment Yield Calculations, with respect to the corporation's bond issues. Two Acquired Purpose Investment Yield Analysis reports and two Arbitrage Rebate Analysis reports are included. The reports relate to the 1983 General Bond Resolution and the 1997 General Bond Resolution. The reports include the opinions of Orrick, Herrington &amp; Sutcliffe, their notes and assumptions, a summary of regular acquired purpose investment receipts, and acquired purpose investments allocation ratios.</p>
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains bound reports with appendices
	<b>Retention and Disposition</b>	Destroy three [3] years after bonds mature, and audit.
04960	<b>Arbitrage Workpapers Administrative Change</b> <b>Date: 6/8/2000 - (To change disposition instructions)</b>	<p>This series documents the workpapers needed to complete the Arbitrage Rebate and Acquired Purpose Investment Yield Calculations with respect to the corporation's bond issues.</p>
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series includes summary schedules and information provided to a third party; detailed supporting documentation used in preparation of the summary schedules
	<b>Retention and Disposition</b>	Destroy three [3] years after bonds mature, and audit.

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04961	<b>Loan Origination File</b> <b>Change Date:</b> <b>6/8/2000</b>  <b>Access Restrictions</b>  <b>Contents</b>	<p>This series documents the reports received from the Kentucky Higher Education Assistance Authority (KHEAA) requesting funds from the corporation to originate loan disbursements. The reports request that money be wire transferred on a certain day from a certain Bond Resolution to the Kentucky Higher Education Student Loan Corporation's National City Bank Account.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: Journal entry page: journal entry number, effective date, prepared by, verified by, entered by, dates, account number, account name, debits, and credits. Request for Funds: lender identification number, corporation name, schools, borrower name, social security number, unique identification, type identification, disbursement number, schedule date, gross disbursement, net disbursement, US Department of Education Origination fee, KHEAA guarantee fee, KHEAA electronic funds transfer fee, remittance amount, total disbursements for school, and supporting detail summary for remittance report. Letter information includes the date, address of Trustee, instructions to transfer funds, and bank account information. Backup information includes the Cash Flow Projection-Purchasing Account worksheet: Description, Actual, and Projection amount. Purchase Checking Activity Reconciliation includes, date, description, total acquisition, transfers, bond number, rejections, cancellations, origination service fees, other, balance due, bond 1, bond 2, bond 3, bond 4, bond 5, bond 6, total. Fax sheet; Fax sheet verification journal</p>
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04962	<b>Special Purchase of Loans File</b> <b>Change Date:</b> <b>6/8/2000</b>  <b>Access Restrictions</b>  <b>Contents</b>	<p>This series documents the purchase of loans from third party lenders.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: Lender name, lender identification, total purchase, prepared by and the date; third party address; information containing the date purchase will happen; the amount of the check enclosed; the principal and interest balance; fees; purchase premium; borrower social security number, name; promissory note number; loan transaction amount; applied interest; applied principal; applied fees. Detailed listing of loans being purchased; name, social security number, disclosure number, principle, interest, and totals.</p>
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04963	<b>Repurchase of Loans File</b> <b>Change Date:</b> <b>6/8/2000</b>  <b>Access Restrictions</b>  <b>Contents</b>	<p>This series documents the request made by the Kentucky Higher Education Assistance Authority (KHEAA) to the corporation to repurchase loans. The loans have been in default but the borrowers have proven themselves by making a number of payments on time. Loans may also be repurchased if it is shown that a servicing error has been made.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: Detailed list of loans being repurchased and includes borrower name, social security number, principal amount, interest amount, legal and miscellaneous amount, total, purpose, prepared by, date, and bond number; copy of the purchase check payable to KHEAA; check date; check amount; and comment; and copies of request letters</p>
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.

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Series	Records Title and Description	Function and Use
04964	<b>Loan Consolidation File Closed Date: 7/1/2002 Change Date: 3/13/2003</b>  <b>Access Restrictions</b>  <b>Contents</b>  <b>Retention and Disposition</b>	<p>Closed Series: This series documented the consolidation of a borrower's corporation and/or third party student loans. The purpose of the consolidation was to provide the borrower a longer payment term, which in turn required a smaller monthly payment.</p> <p>KRS 61.878 (1) (a)</p> <p>Series includes: Detailed listing of loans being consolidated with date, program type, name and account number, principal, interest, late charge, overpayment, total payment, from other lenders, check number, check amount, total consolidation loans, subtotal purchases from other lenders, corporation total, net expended from checking account; total consolidation purchase; Send Transactions summary sheet with transaction type, purpose, date, count, amount, and error; copies of purchase check; transaction report; copies of checks; payable transaction posting journal; transaction check register; general posting journal</p> <p>Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.</p>
04965	<b>Analysis of Payments and Non-Sufficient Fund Queries File</b>  <b>Access Restrictions</b>  <b>Contents</b>  <b>Retention and Disposition</b>	<p>This series was created to provide, on a monthly basis, a summary of payment activity for each of the servicing systems. The servicing systems include the Student Loan Servicing System (SLSS) (04890); the Debt Recovery System (DRS) (04891) and the Tuition Loan System (TUIT) (04892). Two queries are generated for each servicing system. The first summarizes all payments processed for the month, providing amounts and a count of the number of payments. The second summarizes all non-sufficient fund payments processed for the month, providing amounts and a count of the number of payments. The series is used as the support for "Analysis of Payment" and "Analysis of Non-sufficient Fund Payments" reports prepared in Excel.</p> <p>None</p> <p>Series contains: Query DBSNSFPMTX, which summarizes SLSS payment activity by lender identification number, transaction amount and user identification. It also includes subtotals of loan count and transaction amounts for each user; Query DBSNSFPMTS, which summarizes SLSS non-sufficient fund payment activity by lender identification and transaction amount; Query DBDSNFPMTX, which summarizes DRS payment activity by lender identification, transaction amount and user identification. It also includes subtotals of loan counts and transaction amounts for each user; Query DBDNSFPMTS, which summarizes DRS non-sufficient fund payment activity by lender identification and transaction amount; Query DBTSNFPMTX, which summarizes TUIT payment activity by lender identification, transaction amount and user identification. It also includes subtotals of loan counts and transaction amounts for each user; Query DBTNSFPMTS, which summarizes TUIT non-sufficient fund payment activity by lender identification and transaction amount.</p> <p>Retain for three [3] years. Destroy after audit.</p>
04966	<b>Volume Report File</b>  <b>Access Restrictions</b>  <b>Contents</b>  <b>Retention and Disposition</b>	<p>This series documents the reports that are used to provide the schools the corporation services with a monthly summation of loan payments, balances and fee information. The corporation provides services to the Kentucky Higher Education Assistance Authority (KHEAA), Eastern Kentucky University, Morehead State University, and Transylvania University. Information used to create the series comes from the Debt Recovery System (DRS) (04891).</p> <p>KRS 61.878 (1) (a)</p> <p>Series includes: Six queries which generally provide placement type; loan type; number of borrowers; dollars collected; principal outstanding; accrued interest outstanding; estimated fees collected, both legal and miscellaneous; total outstanding balances; lender identification; borrower social security number; last name; first name; middle initial; current principal and current fees.</p> <p>Retain for three [3] years. Destroy after audit.</p>



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Series	Records Title and Description	Function and Use
04967	<b>Autopay File Closed</b> <b>Series Closed Date:</b> 5/25/2005	This series documents the authorization by a borrower to allow the corporation to automatically deduct loan payments from the borrower's checking account. CLOSED SERIES 5-25-2005 This report is no longer produced by the accounting/financial services unit.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Check ledger listing payer name, check number, date payable, date entered, amount, and memoranda; check stubs; and autopay request form Auto pays request form.
	<b>Retention and Disposition</b>	Retain for three [3] years. Transfer to the State Records Center after loans are repaid in full for an additional two [2] years. Destroy after audit.
04975	<b>Journal Entry File</b> <b>Change Date:</b> 6/8/2000	This series represents the documents that back up the transactions to the general ledgers related to the Student Loan Servicing System (04890), the Debt Recovery System (04891), the Tuition Loan System (04892), and the operating fund.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: name of individual entering the transaction; name of individual approving the transaction; transaction effective date; journal entry number; account number; account name; debit amount; and credit amount
	<b>Retention and Disposition</b>	Retain for three [3] years. Destroy after all audits are completed.

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Series	Records Title and Description	Function and Use
04921	<b>Personnel File</b>	This series documents the personnel history of employees not covered by the Uniform Personnel Payroll System. It is used to maintain information related to wage and salary, disciplinary actions, performance evaluations, personnel actions and related employment documents. The series provides information needed for social security and retirement benefits.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series may contain: Employment application; resume; reference check forms; direct deposit form; W4; state withholding form; educational assistance forms; training certificates; Employee Handbook acknowledgement; plan for doing business; student loan disclosure; flex schedule; Security Administration form; non-disclosure form; employment verification; performance evaluation; disciplinary form/memo; personnel change form; offer letter; termination papers (Cobra notices, life insurance conversion notices, resignation letter, and other termination papers)
	<b>Retention and Disposition</b>	Retain for fifty [50] years.
04922	<b>Employee Medical/Health File</b>	This series was created to document medical and health information on employees not covered by the Uniform Personnel Payroll System. It contains documentation related to health/medical situations that arise during an employee's tenure with the organization. The separate maintenance of this information from the individual's personnel file is suggested in the American's with Disabilities Act (ADA).
	<b>Access Restrictions</b>	KRS 61.878(1) (a)
	<b>Contents</b>	Series may contain: Flexible Benefit Plan worksheet; health insurance applications; confirmation statements; dental insurance applications; life insurance applications; Kentucky Retirement forms; life insurance beneficiary forms; Kentucky Retirement beneficiary forms; Family Medical Leave requests; short term disability claim application and correspondence; long term disability claim application and correspondence; Doctor's excuses and releases; personnel information change forms; correspondence from insurance carriers
	<b>Retention and Disposition</b>	Retain for thirty [30] years.
04923	<b>I-9 Form (V)</b>	Series was created to verify that new hires are eligible to work in the United States. The creation of the series is required by the Immigration and Naturalization Service and the federal Department of Labor.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains:
	<b>Retention and Disposition</b>	Destroy three [3] years after employee begins work, or one [1] year after employment is terminated, whichever is later.
04924	<b>Worker's Compensation Injury/Illness File</b>	This series documents employee work-related injuries and illnesses, from first report of injury to final disposition.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Employer's First Report of Injury or Illness; physician statements; health insurance claim forms; correspondence from attorneys, Labor Cabinet, Department of Workers' Claims, insurance companies, physicians and others involved in claim; bills for treatment; file notes
	<b>Retention and Disposition</b>	Destroy two [2] years after final disposition of case.

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Series	Records Title and Description	Function and Use
04925	<b>Labor Statistics Log and Summary of Occupational Injuries and Illnesses</b>	This series documents all reports of injuries or illnesses (including fatalities) for the Corporation for the current year. The Occupational Safety and Health Act of 1970 mandates that a log be kept. Each entry must be made within six days of the injury or illness. The log must be available for inspection by representatives from the federal Department of Labor and Health and Human Services, employees, former employees and their representatives. In addition, part of the log (which lists the number of accidents and days off work) must be posted for the previous year. The log must be posted, regardless whether injuries or illnesses were reported.
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series may contain: Date of incident; name; occupation; department; illness or injury; days off work
	<b>Retention and Disposition</b>	Destroy after five [5] years following the end of the calendar year to which log relates.

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Information Services

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Series	Records Title and Description	Function and Use
04890	<b>Student Loan Servicing System (SLSS) - (Electronic)</b> <b>Administrative Change Date: 6/8/2000 - (To change disposition instructions) (V)</b>	<p>This system is used to process student loans from date of disbursement through paid in full date, with little manual intervention. SLSS generates the required letter(s) for all loan types including, but not limited to, Stafford Subsidized, Stafford Unsubsidized, PLUS/SLS, FISL, and Consolidation loans. SLSS stores data related to student loans including, but not limited to, due diligence, payment history, and graduation date changes. SLSS is continually updated to comply with changing federal regulations related to these loan programs.</p>
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains a detailed record of each loan disbursed, including demographic information, disbursements, repayments and due diligence data
	<b>Retention and Disposition</b>	Delete entries five [5] years after loan is repaid in full, and audit.
04891	<b>Debt Recovery System (DRS) - (Electronic)</b> <b>(V)</b>	<p>This series is used to process defaulted student loans from date of default through paid in full date, with little manual intervention. DRS generates the required letter(s) for all loan types including, but not limited to, Stafford Subsidized, Stafford Unsubsidized, PLUS/SLS, and Consolidation loans. DRS stores data related to defaulted student loans including, but not limited to, due diligence and payment history. DRS is continually updated to comply with changing federal regulations related to these loan programs.</p>
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains detailed records of each loan disbursed including demographic, disbursement, repayment and due diligence data.
	<b>Retention and Disposition</b>	Delete entries five [5] years after loan is repaid in full and audit.
04892	<b>Tuition Loan System (TUIT) - (Electronic)</b> <b>Closed Date: 7/1/2002</b> <b>Change Date: 3/13/2003 (V)</b>	<p>Closed Series: This system was created to process alternative student loan programs from date of disbursement or purchase through paid in full date, with little manual intervention. TUIT generated the required letter(s) for all loan types including, but not limited to, Stafford Subsidized, Stafford Unsubsidized, PLUS/SLS, and Consolidation loans. TUIT stored data related to alternative student loans including, but not limited to, due diligence and payment history. TUIT was continually updated to comply with changing regulations related to these loan programs.</p>
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains detailed records of each loan disbursed including demographic, disbursement, repayment and due diligence data.
	<b>Retention and Disposition</b>	Delete entries five [5] years after loan is repaid in full, and audit.
04973	<b>Data Processing Request Form File</b> <b>Change Date: 6/8/2000</b>	<p>This series documents requests for internal and external data processing changes including, security changes, phone changes, imaging changes, hardware and software changes, file changes, web site changes, and other miscellaneous changes to systems and applications.</p>
	<b>Access Restrictions</b>	None
	<b>Contents</b>	Series contains: detailed program specifications; memoranda; spreadsheets; computer printouts; manager's signature; approval of request; accepting estimate for work to be done; tester's signature; and final signoff by the appropriate manager
	<b>Retention and Disposition</b>	Retain for three [3] years. Destroy after audit.

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Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Loan Servicing

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Series	Records Title and Description	Function and Use
04926	<b>Consolidation Loan Applications Processed Report File (V)</b>	This series documents the total number of consolidations processed each month by the corporation and identifies each with a loan identification number. A consolidation is the process whereby a borrower combines two or more of his student loans owned by the Corporation or other lenders, in order to receive a lower interest rate, and to make one monthly payment. The report is sent by the Kentucky Higher Education Assistance Authority (KHEAA) to the Corporation as proof that each loan listed is now guaranteed by KHEAA. The assigned identification number is used to recognize each loan application. The report is generated from the Student Loan Servicing System (SLSS) (04890).
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Borrower name, social security number; consolidation guarantee processed; loan identification number
	<b>Retention and Disposition</b>	Destroy five [5] years after loan is repaid in full, and audit.
04927	<b>Loan Origination File - (Includes Bank One, Student Loan Corporation, Access Group, Inc., Classroom Teacher's Federal Credit Union, and Republic Bank) Administrative Change Date: 3/13/2003 - (To change title note) (V)</b>	This series documents the total number of loan originations that are entered into the Student Loan Servicing System (SLSS) (04890). The following are currently lenders the corporation services and buys loans from: Bank One, Provident Bank, Star Bank and the Student Loan Corporation. The funds that are collected are sent to the Kentucky Higher Education Assistance Authority. The series is used in reconciling the loans that are entered into the system. The reports are generated from the Student Loan Servicing System (SLSS).
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Borrower name and social security number; loan number; loan type; current principle; disbursement number; disbursement date; principle amount; graduation/separation date
	<b>Retention and Disposition</b>	Destroy five [5] years after loan is repaid in full, and audit.
04928	<b>New Loans Activated File - (Includes Student Loan Funding Corporation and Fifth-Third Bank) (V)</b>	This series documents the total number of new loans activated, that is, all loans that were purchased, originated, repurchased or entered through the buy/sell process. It is used to obtain a listing of all loans that were activated in nightly processing during the month. The report is generated from the Student Loan Servicing System (SLSS) - 04890.
	<b>Access Restrictions</b>	KRS 61.878 (1) (a)
	<b>Contents</b>	Series contains: Borrower name and social security number; loan number; bond number; buy date; original principal; current interest; current principal
	<b>Retention and Disposition</b>	Destroy five [5] years after loan is repaid in full, and audit.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Loan Servicing

Record Group  
Number  
0910

Series	Records Title and Description	Function and Use
04929	<b>Disbursement Adjustment File - (Daily and monthly adjustments) Closed Date: 7/1/2002 Change Date: 3/13/2003 (V)</b> <b>Access Restrictions</b> <b>Contents</b>	<p>Closed Series: This series documented the adjustments to disbursement amounts, insurance fees or origination fees made on a daily and monthly basis. The reports were generated from the Student Loan Servicing System (SLSS) - 04890.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: Borrower name and social security number; loan number; disbursement number; adjustment date; adjustment gross amount; adjustment insurance fee; adjustment original fee; adjustment net amount</p>
	<b>Retention and Disposition</b>	Destroy five [5] years after loan is repaid in full, and audit.
04930	<b>Disbursement Query File - (Daily and monthly) Closed Date: 7/1/2002 Change Date: 3/13/2003 (V)</b> <b>Access Restrictions</b> <b>Contents</b>	<p>Closed Series: This series documented all loans entered into the Student Loan Servicing System (04890) on a daily and monthly basis, through the manual purchase or repurchase process. It only listed the guarantee amount purchased.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: Borrower name and social security number; loan number; disbursement number; disbursement date; posted date; gross disbursement amount; insurance fee; original fee; net disbursement amount</p>
	<b>Retention and Disposition</b>	Destroy five [5] years after loan is repaid in full, and audit.
04931	<b>Disbursement Cancellation File - (Daily and monthly) Closed Date: 7/1/2002 Change Date: 3/13/2003 (V)</b> <b>Access Restrictions</b> <b>Contents</b>	<p>Closed Series: This series documented the total number of disbursements that were canceled on a daily and monthly basis. It listed the reason for the cancellation and the person who canceled the disbursement. The report was generated from the Student Loan Servicing System (SLSS) - 04890.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: Borrower name and social security number; loan number; disbursement number; disbursement date; posted date; gross disbursement date; insurance fee; original fee; net disbursement; amount; interest rate; cancel date; canceled by; reason</p>
	<b>Retention and Disposition</b>	Destroy five [5] years after loan is repaid in full, and audit.
04932	<b>Status Change Report File Administrative Change Date: 3/13/2003 - (To change title note) (V)</b> <b>Access Restrictions</b> <b>Contents</b>	<p>This series documents the total number of status changes for the student beneficiary of a federal family loan guaranteed by the Kentucky Higher Education Assistance Authority. The changes must be updated so the corporation can properly service the loan. Each time a borrower drops out of school or re-enrolls his account must be updated. The report is received from the Kentucky Higher Education Assistance Authority.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: Borrower name and social security number; school; enrollment status; status start date; anticipated graduated date; term begin and end date; school certification; National Student Loan Corporation source</p>
	<b>Retention and Disposition</b>	Destroy five [5] years after loan is repaid in full, and audit.

# STATE AGENCY RECORDS RETENTION SCHEDULE

Finance and Administration  
Kentucky Higher Education Student Loan Corporation  
Loan Servicing

Record Group  
Number  
0910

Series	Records Title and Description	Function and Use
04933	<p><b>School/Lender Correspondence File</b>  <b>Closed Date: 11/1/2002</b>  <b>Change Date: 3/13/2003</b>  <b>Administrative Change Date: 6/8/2000 - (To change disposition instructions) (V)</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>	<p>Closed Series: This series documented the correspondence that was sent in an attempt to locate a borrower's current address and or phone number, when an account became a Skip or a Skip/No Phone. Skip or Skip No Phone was a borrower that no longer had a valid address and/or telephone listed in the Student Loan Servicing System (SLSS) - 04980 . The school or previous lender filled out a portion of the letter with the most current information on file then returned it to the corporation. After receipt, the new information was compared to the address or phone number the corporation had on file. If the information was different, the file for that borrower was updated. Federal regulations required that the correspondence be available for five years after the loan was paid in full or sold, for audit purposes.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: School/lender letter address; borrowers name, address, social security number; content of letter asks for last known address and phone number for borrower; current address; phone number; last verified</p> <p>Retain for one [1] year. Transfer to the State Records Center after loan is repaid in full or sold for an additional four [4] years. Destroy after audit.</p>
04934	<p><b>Manual and System Graduation/Separation Date Change File</b>  <b>Closed Date: 5/15/2003</b>  <b>Change Date: 12/11/2003</b>  <b>Administrative Change Date: 6/8/2000 - (To change disposition instructions) (V)</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>	<p>Closed Series: This series documented the total number of Manual and System Graduation Separation Date Changes that had been updated in the Student Loan Servicing System (SLSS) - 04980 . The report indicated recent changes in status for the student beneficiary of a federal family loan guaranteed by the Kentucky Higher Education Assistance Authority. The changes had to be updated to properly service the loan. Each time a borrower graduated, dropped out of school, or re-enrolled his account was updated. The report was also helpful for audit purposes. It was received from the Kentucky Higher Education Assistance Authority.</p> <p>KRS 61.878 (1) (a)</p> <p>Series contains: Borrower name and social security number; loan number; from; to; post date; user identification</p> <p>Retain for one [1] year. Transfer to the State Records Center after loan is repaid in full for an additional four [4] years. Destroy after audit.</p>
04974	<p><b>Disbursement Rosters Change</b>  <b>Date: 6/8/2000</b>  <b>Administrative Change Date: 9/14/2000 - To update disposition instructions</b></p> <p><b>Access Restrictions</b></p> <p><b>Contents</b></p> <p><b>Retention and Disposition</b></p>	<p>This series documents an itemized listing of all actual disbursements for a given day. It is used to balance loan disbursement totals for a specific period.</p> <p>None</p> <p>Series can include: loan types, amounts disbursed, totals</p> <p>Retain for one [1] year. Transfer to the State Records Center after all loans are repaid in full for an additional four [4] years. Destroy after audit.</p>